



Our Heritage

Grants from £10,000 to £100,000

Application guidance

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www.hlf.org.uk

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Part one: Introduction

Welcome

The Our Heritage open programme is for any type of project related to national, regional or local heritage in the UK. You can apply at any time for a grant of more than £10,000 and up to £100,000, and we will assess your application in eight weeks.

About this guidance

This guidance will help you decide whether this is the right programme for you, as well as providing you with the information you'll need to plan an application.

Read **Part one: Introduction** and **Part two: Application process** to find out about what we fund and how to apply.

Part three: Receiving a grant tells you about how we will work with you if you receive a grant.

Part four: Application form help notes provides information to help you answer each of the questions on the application form.

The **appendices** expand on our requirements for certain types of projects, and we have defined some of the terms we use in a **glossary** at the back.

Help we offer

Project enquiry service

Please tell us about your idea by submitting a project enquiry form online. Staff in your local HLF office will get in touch within 10 working days to let you know whether your project fits this programme and to provide support with your application. Information submitted as part of a project enquiry is not used in the assessment of an application.

We recommend that you read **Parts one and two** of this Our Heritage application guidance before sending us your project enquiry.

We also provide a range of resources designed to help you plan your heritage project, and examples of projects that have successfully achieved outcomes for heritage, people and communities. You can find these online.

Who we fund

Under this programme, we fund applications from:

- not-for-profit organisations;
- private owners of heritage, including individuals and for-profit organisations; and
- partnerships of the above.

If you are applying as a partnership, you will need to nominate a lead applicant. The lead applicant should provide a signed partnership agreement showing the involvement of each partner and how the project will be managed.

If private individuals or for-profit organisations are involved in a project, either as a partner or as the lead applicant, public benefit must outweigh private gain.

Here are some examples of the types of organisations we fund:

- community or voluntary groups;
- Community Interest Companies;
- charities or trusts;
- social enterprises;
- community/parish councils;
- local authorities;
- other public sector organisations, such as nationally funded museums; and
- private owners of heritage, including individuals and for-profit organisations.

If applications from private individuals or for-profit organisations involve capital work, they will need to:

- achieve a step-change in terms of public access and public engagement with heritage;
- demonstrate clear public enthusiasm and support for the project; and
- show a clear need for Lottery investment.

Please submit a project enquiry form in order to find out if your project is likely to meet these criteria.

We will not fund applications from private individuals or for-profit organisations which include works that can reasonably be considered to be the statutory duty of the owner, the purchase of heritage assets, or new buildings.

What we fund

Heritage includes many different things from the past that we value and want to pass on to future generations, for example:

- archaeological sites;
- collections of objects, books or documents in museums, libraries or archives;
- cultural traditions such as stories, festivals, crafts, music, dance and costumes;
- historic buildings;
- histories of people and communities;
- histories of places and events;
- the heritage of languages and dialects;
- natural and designed landscapes and gardens;
- people's memories and experiences (often recorded as 'oral history');
- places and objects linked to our industrial, maritime and transport history; and
- natural heritage including habitats, species and geology.

We fund projects that make a **lasting difference for heritage, people and communities** in the UK.

When we say **project**, we mean work or activity that:

- is defined at the outset;
- has not yet started;
- will usually take no more than three years to complete (maximum five years);
- will contribute to achieving the outcomes we describe.

The assessment process is competitive and we cannot fund all of the good-quality applications that we receive. As a guide, the following are unlikely to win support:

- projects outside the UK;
- projects where the main focus is meeting your legal and/or statutory responsibilities, such as the requirements of the Equality Act 2010;
- promoting the cause or beliefs of political and faith organisations.

If your project involves **land, buildings or heritage items**, please read **Appendix 3: Property ownership**.

If your project is designed to **benefit people in Wales**, we expect you to make appropriate use of the Welsh language when you deliver your project.

The difference we want to make

We describe the difference we want to make to heritage, people and communities through a set of outcomes. These outcomes reflect the full range of what we want to achieve and are drawn directly from our research into what HLF-funded projects have actually delivered.

You do not have to contribute towards all of the outcomes listed here. Different combinations can make a successful application. For example, a project could either:

- contribute a little towards a number of outcomes; or
- contribute a lot towards a few outcomes.

We will consider the quality of the outcomes that your project will achieve. This means that contributing towards more of the outcomes listed here will not necessarily make your application stronger.

The outcome that we value most is that 'people will have learnt about heritage'. We describe this as a 'weighted' outcome.

We provide detailed descriptions of these outcomes in **Section three: Your project** in **Part four: Application form help notes**.

These tell you what changes we want to bring about with our funding, and include some suggestions of how you can measure them.

W Weighted

Outcomes for heritage:

With our investment, heritage will be:

- better managed
- in better condition
- better interpreted and explained
- identified/recorded

Outcomes for people:

With our investment, people will have:

- developed skills
- learnt about heritage **W**
- changed their attitudes and/or behaviour
- had an enjoyable experience
- volunteered time

Outcomes for communities:

With our investment:

- negative environmental impacts will be reduced
- more people and a wider range of people will have engaged with heritage
- your local area/community will be a better place to live, work or visit
- your local economy will be boosted
- your organisation will be more resilient

As a minimum, we expect projects to achieve one outcome for heritage and one outcome for people.

Costs we can cover

Direct project costs

Your application should include all costs that are directly incurred as a result of the project.

Here are some examples of direct project costs:

- employing extra staff needed to carry out the project;
- support from professionals who will give advice or carry out parts of your project;
- restoring a heritage building or item;
- equipment and materials;
- running activities which engage people with heritage;
- promoting your project to a wider audience;
- evaluating your project.

We can also pay for the cost of a mentor, to support you whilst you carry out your project. For more information, please read about mentors in **Part three: Receiving a grant**.

Direct project costs do not include:

- the cost of existing staff time (unless you are transferring an existing member of staff into a new post to deliver the project); or
- existing organisational costs.

Please read about our requirements for **buying goods, works and services** in **Part three: Receiving a grant**.

Indirect project costs – Full Cost Recovery

For voluntary organisations, we can also accept part of an organisation's overheads (sometimes called 'core costs') as a part of the costs of the project. We expect our contribution to be calculated using Full Cost Recovery. We cannot accept applications for Full Cost Recovery from public sector organisations, such as government-funded museums, local authorities or universities.

Your organisation's overheads might include overall management, administration and support, or premises costs that relate to the whole organisation. Under Full Cost Recovery, we can pay a proportion of these overheads, commensurate with the time or resources used for your project. We can also cover a proportion of the cost of an existing member of staff, as long as they are not working exclusively on the HLF-funded project.

Recognised guidance on calculating the Full Cost Recovery amount that applies to your project is available from organisations such as the Association of Chief Executives of Voluntary Organisations (ACEVO) (www.acevo.org.uk) and Big Lottery Fund (www.biglotteryfund.org.uk). You will need to show us how you have calculated your costs, based on recent published accounts. You will then need to tell us on what basis you have allocated a share of the costs to the project you are asking us to fund, and we will assess whether this is fair and reasonable.

Your contribution

You do not have to make a cash contribution to the costs of your project. Whether or not you are able to offer a cash contribution, we encourage you to gain support for your project in the form of non-cash contributions and volunteer time. This is particularly important if you are asking for a grant which is a very high percentage of the total costs of the project.

Please read about non-cash contributions and volunteer time in the **glossary**.

Other information about your application

Freedom of information and data protection

We are committed to being open about the way we will use any information you give us as part of your application. We work within the Freedom of Information Act 2000 and the Data Protection Act 1998. When you submit your declaration with your application form you are confirming that you understand our obligations under these Acts.

Complaints

If you want to make a complaint about HLF, we have a procedure for you to use. This is explained in *Making a complaint*, a document available on our website. Making a complaint will not affect, in any way, the level of service you receive from us. For example, if your complaint is about an application for funding, this will not affect your chances of getting a grant from us in the future.

Part two: Application process

Making an application

When you send in your application online, we will let you know that we have received it. If we have any points of clarification, then we will contact you. Otherwise, you are unlikely to hear from us until we have made a decision.

We will assess your application in eight weeks. After this your application will be discussed at a monthly advisory meeting at your local HLF office. Following this meeting, a decision on

your application will be made by the Head of your local HLF office. For further information about the decision-making timetable, please contact your local office.

What we need to know about your project

When you apply, you will need to know enough detail about your project to be able to provide us with realistic costs.

The table below shows you the level of information we need to be able to make a judgement about the outcomes that your project will achieve.

Information about	Level of information
Activities	<ul style="list-style-type: none"> ● Information about the group or groups of people you will work with. Include estimates of numbers. Show us that you have been in contact with these groups and that they are keen to take part. ● Information about the activities your project will deliver. In some cases you will be able to give us exact details of activities you will do to engage people and/or communities. As a minimum, provide us with a detailed plan for Year 1 and/or Year 2 and describe the process you will go through to develop your project in Years 2 and /or 3. You can include costs relating to this development work. ● Information about which partners you will work with (if any). If you will be developing partnerships during your project, show us that you have made initial contact and that they are willing to be involved.
Capital work	<ul style="list-style-type: none"> ● Details of the capital work you intend to do, providing certainty that you will have sufficient resources to develop them further, and sufficient contingency budget. ● Some visual aids showing what difference the capital work will make, such as photographs of how the heritage looks now, and images of how it will look at the end of your project. ● Depending on the complexity of your project, we may ask you to submit: <ul style="list-style-type: none"> ○ a survey of the physical heritage – for example a condition survey of a historic building or monument, or a tree survey; ○ evidence showing that the work you plan to do follows good practice – for example a letter of support from your Conservation Officer or the appropriate statutory body.

How we assess applications

When we assess your application, we will consider the following:

- What is the heritage focus of the project?
- What is the need or opportunity that the project is responding to?
- Why does the project need to go ahead now and why is Lottery funding required?
- What outcomes will the project achieve?
- Does your project offer value for money?
- Is the project well planned?
- Is the project financially realistic?
- What outcomes will the project continue to achieve after it ends?

Part three:

Receiving a grant

Terms of grant

If you are awarded a grant, you will need to comply with our terms of grant. You can see our standard terms of grant on our website.

The terms of the grant will last for the duration of your project with the following exceptions:

- If your project involves any capital work and the lead applicant is a not-for-profit organisation, the terms of the grant will last from the start of the project until 5 years after project completion.
- If your project involves any capital work and the lead applicant is a private individual, or a for-profit organisation, the terms of the grant will last from the start of the project until 10 years after project completion.
- If your project includes buying a heritage item, land or building, the terms of the grant will last in perpetuity. If you wish to dispose of what you have bought in future, you must ask for our permission. We may claim back all or part of our grant.

Promotion of your National Lottery grant

As part of your grant contract you commit to acknowledging your HLF grant and promoting the National Lottery. Please give us an overview of the steps you will take to do this during the delivery of your project and after its completion.

Your answer should provide an outline of how, where and when you will feature the joint Heritage Lottery Fund/National Lottery branding at your project and on your website. You should also provide an overview of how you plan to promote National Lottery funding of your project in the media e.g. through local press/broadcast coverage, online and through regular social media activity; at project events and openings.

More ideas on acknowledgement and promotion, and the branding we expect to be featured, can be found on our website in the running your project section

www.hlf.org.uk/running-your-project

Images

If you are awarded a grant, you will also need to send us images of your project. These can be high-resolution digital images, hard-copy photographs or transparencies.

You give us the right to use any images you provide us with. You must get all the permissions required before you use them or send them to us.

Mentoring

If you think you will need support and guidance from a professional when you are carrying out your project, you can either find someone appropriate through your own networks or advertisements, or we can provide a list of HLF-approved mentors.

You can include the cost of appointing a mentor in your request for a grant.

- If you wish to appoint an HLF-approved mentor, please contact development staff in your local HLF office to find out how much budget to include for this.
- If you wish to hire professionals yourself, then fees should be based on sector standards.

If you receive a grant, you will be responsible for managing your relationship with your mentor and ensuring that they are paid.

An HLF-approved mentor can give you advice on:

- general issues relating to how you carry out the project, such as choosing consultants and contractors or managing your budget;
- specialist areas where your project team lacks experience, for example, in developing your organisation's online presence; and
- guidance on good practice – for example, in relation to conserving heritage or involving a community.

The role of an HLF-approved mentor is to support your organisation as you develop your project – they will not manage your project for you.

Permission to start

If you are awarded a grant, you will need to have our written permission before you start any work. In order to grant you permission to start, you will need to provide us with:

- your bank account details;
- proof of ownership/leasehold requirements, if relevant;
- details of statutory permissions required and obtained.

If you are planning to undertake capital works we will also need to see a cash flow forecast.

Grant payment

We will pay your grant in three instalments.

1. We will give you 50% of the grant up-front.
2. Once you have spent the first half of your total eligible project costs, we will give the next 40%.
3. We will pay the final 10% of your grant when you have finished your project and sent us a final completion report.

We will ask to see evidence that you have spent your grant, in the form of receipts and invoices.

Payment percentage

We can fund up to 100% of your total project costs. If you or another organisation is contributing cash to the project, then we will be granting you less than 100% of the project costs. We describe this percentage as the 'payment percentage.'

Here's an example, where the payment percentage is 90%.

Total project costs	£50,000
Your cash contribution	£5,000
Your HLF grant	£45,000
Payment percentage	90%

We will pay you the 'payment percentage' of the total amount you spend on the project.

- If you spend less on the project than you were expecting, then we will not pay you the full grant.
- If you spend more on the project than you were expecting, then we will be unable to give you more than the grant we awarded you.

Here's an example, where the total amount spent on the project was less than expected.

Total project costs in the application form	£50,000
Payment percentage	90%
Total amount spent on the project	£45,000
Total amount we pay	£40,500 (90% of £45,000)

Buying goods, works and services

Procedures to recruit consultants and contractors must be fair and open and keep to the relevant equality legislation. In all applications regardless of level of funding we will ask you to give us details of the procurement (buying), tendering and selection process for all parts of your project.

If you are unsure about your obligations, we advise you to take professional or legal advice. If you have already procured goods, works or services, you will need to tell us how you did it. We cannot pay your grant if you have not followed the correct procedure.

You must get at least three competitive tenders or quotes for all goods, work and services worth £10,000 or more (excluding VAT) that we have agreed to fund.

For all goods, works and services worth more than £50,000 (excluding VAT), you must provide proof of competitive tendering procedures. Your proof should be a report on the tenders you have received, together with your decision on which to accept. You must give full reasons if you do not select the lowest tender.

Your project may be covered by European Union (EU) procurement rules if it exceeds the thresholds noted below. This will require that all services for both fees and construction will need to be tendered through Tenders Direct, previously known as Official Journal of the European Union (OJEU).

If you are a non-public body, and your HLF grant exceeds 50% of the estimated cost of a contract, or the HLF grant together with other public funding exceeds 50% (e.g. ERDF, local authority, or other lottery distributors), and exceeds the thresholds noted below, you must adhere to EU Procurement Regulations.

The applicable thresholds can be found on the Cabinet Office website. Thresholds are reviewed annually in January. If you are a

public body, different thresholds apply, and you will have to comply with those that are already relevant to you.

The thresholds apply to all individual consultant appointments (or to the aggregate fee as a single appointment) and to construction works.

All staff posts must be advertised, with the following exceptions:

- If you have a suitably qualified member of staff on your payroll that you are moving into the post created by your HLF project. You will need to provide a job description for this post.
- If you have a suitably qualified member of staff on your payroll whose hours you are extending so that they can work on the project. In this case we will fund the cost of the additional hours spent on the project and you will need to tell us about the role they will undertake.
- If you are a voluntary organisation and are including a proportion of a staff member's time in your Full Cost Recovery calculation.

Insuring works and property

We need to protect Lottery investment and so we ask you, with your contractors, to take out insurance for any property, works, materials and goods involved. All of these must be covered for their full reinstatement value against loss or damage, including inflation and professional fees. If your project is affected by fire, lightning, storm or flood to the extent that you cannot achieve the outcomes set out in your application, we may have to consider claiming back all or part of grant payments.

State Aid

State Aid is a European Community term which describes forms of assistance (usually financial) from a public body given to undertakings on a discretionary basis with the potential to distort competition and affect trade between member states of the European Union.

State Aid rules prevent undue competition arising when organisations have a significant economic advantage by having all or some funding provided from state resources to the detriment of other organisations who can only use their own private funding.

The Heritage Lottery Fund is a public funder and our grants are subject to State Aid rules. If we awarded a grant that was subsequently found to be in breach of State Aid rules, we would be required to reclaim those funds from the grantee.

In most cases, projects supported by the Heritage Lottery Fund are not State Aid because they:

- Are not considered to be economic activity; and/or
- Are considered non-selective in that the main beneficiary is the general public; and/or
- Would not have a measurable effect on intra EU trade

These projects are considered "no aid" as they fall under the Notice on the Notion of State Aid (NoSA).

HLF grants towards land acquisition and natural heritage projects generally (including under the Landscape Partnerships programme) are normally considered "no aid" as their primary objective is about conservation and/or restoration of landscapes, habitats and species for the benefit of biodiversity.

In some instances where projects are of a significantly large scale, economic in nature and therefore could attract commercial challenge, Article 53 of the 2014 General Block Exemption Regulation (EC) No. 651/2014 (GBER)

allows for aid towards the capital costs of a cultural or heritage project for up to €100m and operating costs of up to €50m subject to the demonstration of suitable funding gaps in each case. These projects can be supported under a block exemption.

It is an applicant's responsibility to check whether State Aid clearance is required. Applicants should seek independent legal advice if they are unsure whether a project will require clearance.

For more information about State Aid please visit: www.gov.uk/guidance/state-aid

Evaluation

You will be asked to write an evaluation of your project in your own format and attach it to your final completion report.

Please see **Appendix 2: Evaluation questionnaire** for an outline of the information you will need to collect during your project. These numbers will not, on their own, tell the whole story of what your project is about, and your evaluation report will need to tell us about the quality of your project as well.

We also carry out our own programme evaluation research and may ask you for additional information on your project outcomes as part of your work.

Part four: Application form help notes

There is a word limit for your application of 6,000 words in total. There are also word limits to some of the answers you may give; these are shown on the online form.

Section one: Your organisation

1a. Address of your organisation.

Include your full postcode. If the project is being delivered in partnership, please insert the address of the lead organisation. If you are a private individual, please provide your contact address.

1b. Is the address of your project the same as the address in 1a?

Fill in as appropriate.

If identifying the postcode is difficult, provide the address and postcode of the nearest building.

1c. Details of main contact person.

This person must have official permission from your organisation to be our main contact. We will send all correspondence about this application to this person, at the given email address.

1d. Describe your organisation's main purposes and regular activities.

Tell us about the day-to-day business of your organisation. If you are a private individual, you do not need to answer this question.

1e. The legal status of your organisation.

Fill in as appropriate.

- If you are not a local authority, but report to the government (such as a state school or university), please tick 'other public sector organisation'.
- If your type of organisation is not listed, please tick 'other'. This might include a Community Interest Company or a social enterprise.
- If you are not a public sector organisation, you will also need to tell us about your organisation's capacity by providing information about your staff structure, your governing body and your financial situation.

1f. Will your project be delivered by a partnership?

Fill in as appropriate.

If you are applying as a partnership, there must be a lead applicant.

1g. Are you VAT-registered?

Fill in as appropriate.

Section two: The heritage

2a. What is the heritage your project focuses on?

- Provide a description of the heritage as it is today. If different types of heritage are involved, describe each of these.
- If your project is about heritage that is not physical (such as memories or cultural traditions), tell us about the subject and the time period it covers.
- If your project is about physical heritage (such as a building, ship, or nature reserve), give us factual information about the asset, its size, when it dates from, the surviving features, its condition and why it is important to your local area.
- Tell us if there is any official recognition of this heritage. For example, it may be a listed building (if so, give its grade) or a Site of Special Scientific Interest.
- Tell us who the heritage is important to. This could include the local community and/or experts.

2b. Is your heritage considered to be at risk?

If so, please provide information on why your heritage is considered to be at risk and in what way.

2c. Does your project involve work to physical heritage such as buildings, collections, landscapes or habitats?

Fill in as appropriate. Please see **Appendix 3: Property ownership** for more information.

2d. Does your project involve the acquisition of a building, land or heritage items?

Fill in as appropriate. See **Appendix 3: Property ownership** for more information. We cannot fund private individuals or for-profit organisations to buy buildings, land or heritage items.

Section three: Your project

3a. Project plan.

This is one of the most important parts of your application and we recommend that you use the template provided in **Appendix 1: Project plan template**.

A word version of this is available at www.hlf.org.uk/ourheritage

Describe your project as fully as you can. We recommend that your project plan is in chronological order. This is where you tell us about the things that your project will do and produce. Tell us what your project outputs will be, and include numbers where you can.

When filled in, the table should give you and your colleagues a realistic plan for carrying out your project. However, we understand that the plan is likely to change and improve as your project develops.

3b. Explain what need and opportunity your project will address.

- If your project is about heritage that is not physical, tell us about any problems there are relating to how it is recorded or understood, or if there are any opportunities to improve this.
- If your project is about physical heritage, tell us about any problems there are relating to how it is managed, or if there are any opportunities to improve this.
- Tell us about any problems there are relating to how people engage with the heritage now, what barriers they face, or if there are opportunities to improve this.
- Explain why your project needs to go ahead now.
- Tell us what will happen if you do not receive a grant from HLF.

- If you are a private owner of heritage, tell us how you know there is public support for your project. Tell us why you are unable to meet the costs of this project through your own resources and why there is a need for lottery investment. If your project involves capital work, tell us how the project will achieve a step change in terms of public access and public engagement.
- You can attach letters of support to your application. These letters might help you show why your project is necessary, or that people are keen to take part.

Remember that you do not need to contribute to all of the outcomes listed here. It's likely that many of them won't be relevant to your project. As a minimum, we expect projects to achieve one outcome for heritage and one outcome for people.

3c. What work and/or consultation have you undertaken to prepare for this project?

- Tell us about the options you have considered to deal with the problems or opportunities you told us about in 3b.
- Tell us about any consultation you have done and how this has shaped your project proposals.

3d. What outcomes will your project achieve?

Outcomes are changes, impacts, benefits, or any effects that happen as a result of your project. In the notes on the next pages, we have provided descriptions of outcomes for heritage, people and communities to help you understand the difference we want to make with our funding. We describe the outcomes we value the most as 'weighted' outcomes.

Tell us which of these outcomes you think your project will achieve and what changes will be brought about as a result of your project.

These outcomes are what you will evaluate the success of your project against, so it's important that they are clear and achievable. Tell us how you will know that your project has made a difference, showing how you will measure the outcomes you tell us about.

Outcomes for heritage

As a result of HLF investment:

Heritage will be better managed

There will be clear improvements in the way that you manage heritage. This could include the implementation of plans for future management and maintenance, securing additional staff, Trustees or other resources that you need, or the more effective use of existing resources.

How you will know what you have achieved:

As a result of these improvements, you will be able to show that the heritage you manage is in a stronger position for the long term including, if appropriate, a stronger financial position. These improvements to managing the heritage are likely to mean that you can meet national or sector quality standards.

Heritage will be in better condition

There will be improvements to the physical state of your heritage. The improvements might be the result of repair, renovation or work to prevent further deterioration, such as mending the roof of a historic building, conserving an archive, clearing field ditches or repairing a ship. Improvements might also result from new work, for example increasing the size of an existing habitat to benefit priority species, or constructing a new building to protect historic ruins, archaeology or vehicles.

How you will know what you have achieved:

The improvements will be recognised through standards used by professional and heritage specialists, and/or by people more generally, for example in surveys of visitors or local residents.

Heritage will be better interpreted and explained

There will be clearer explanations and/or new or improved ways to help people make sense of heritage. This might include new displays in a museum; a smartphone app with information about the biodiversity and geodiversity of a landscape; talks or tours in a historic building; an accessible guide to a historic house; or online information about archives.

How you will know what you have achieved:

Visitors and users will tell you that the interpretation and information you provide are high quality, easy-to-use and appropriate for their needs and interests, that they enhance their understanding, and that they improve their experience of heritage.

Heritage will be identified/recorded

The heritage of a place, a person or a community will have been located/ uncovered and/or there will be a record of heritage available to people now and in the future. This might include identifying places or collections that are of relevance to a particular community and making information about them available; documenting languages or dialects; recording people's memories as oral history; surveying species or habitats and making the survey data available; cataloguing and digitising archives; making a record of a building or archaeological site; or recording the customs or traditions of a place or community.

How you will know what you have achieved:

Heritage that was previously hidden, not well known, or not accessible will now be available to the public; visitors or users will tell you that this is an important part of our heritage and that they value it.

Outcomes for people:

W Weighted

As a result of HLF investment:

People will have developed skills

Individuals will have gained skills relevant to ensuring heritage is better looked after, managed, understood or shared (including, among others, conservation, teaching/training, maintenance, digital and project management skills). Structured training activities could include an informal mentoring programme, on-the-job training or external short courses.

How you will know what you have achieved:

People involved in your project, including staff and volunteers, will be able to demonstrate competence in new, specific skills, and where appropriate, will have gained a formal qualification.

People will have learnt about heritage **W**

Individuals will have developed their knowledge and understanding of heritage because you have given them opportunities to experience heritage in ways that meet their needs and interests.

How you will know what you have achieved:

Adults, children and young people who took part in the project, or who are visiting your site or engaging with your heritage in other ways e.g. through digital technology, will be able to tell you what they have learnt about heritage and what difference this makes to them and their lives. They will also be able to tell you what they are doing with that knowledge and understanding; for example, sharing it with other people, using it in their professional or social life, or undertaking further study.

People will have changed their attitudes and/or behaviour

Individuals will think differently about heritage or your community, will have changed what they do in their everyday lives, or will have been inspired to take some form of personal action.

How you will know what you have achieved:

You will be able to show that these changes have come about as a result of their experience in your project from the stories people tell you themselves. For example, some people may have a different perception of the importance of biodiversity or of the contribution made by young people in the community; others may have started doing conservation work or stopped vandalising a local memorial. They may have joined the management group of your Friends organisation, decided on a career in heritage or got involved in other community projects.

People will have had an enjoyable experience

People involved in your project will have found it fun, interesting and rewarding. You will provide an enjoyable experience through the welcome you offer, through good customer service, and by having the right resources and equipment for people to get involved with heritage.

How you will know what you have achieved:

People will tell you they enjoyed the opportunities for social interaction; they liked being part of a team achieving something; they enjoyed learning about heritage; and they were able to celebrate their achievements. Adults, children and young people engaging with your project will tell you that their visit met or exceeded their expectations; that they liked it enough to visit or take part again; or that they encouraged other people to get involved.

People will have volunteered time

Individuals will be contributing their time and talent and will find it a rewarding experience. They will give their time to activities at all different levels - from project leadership and management to helping at events or creating a website.

How you will know what you have achieved

Volunteers will be able to report personal benefits whatever their experience, background and level of engagement. These might include: new skills; increased confidence; a sense of purpose; enhanced wellbeing; a feeling of making a contribution to heritage and society; or influencing the success of your project and the way it is regarded in the community.

Outcomes for communities:

As a result of HLF investment:

Negative environmental impacts will be reduced

You will have minimised the negative environmental impacts of your heritage/site and, if possible, reduced them from a current or baseline position, in the key areas of: energy and water use, and visitor transport. If your project is site-based, you will have taken opportunities to enhance the biodiversity (habitats and species) of the site.

How you will know what you have achieved:

At the end of your project you will be able to report on the resources you used for any physical work you undertook and demonstrate that carbon emissions that will result from your ongoing operations at your site are as low as possible.

More people and a wider range of people will have engaged with heritage

There will be more people engaging with heritage and this audience will be more diverse than before your project. Changes will have come about as a direct result of your project, and particularly your audience development work and community consultation, by collecting and analysing information about the people who engage with your heritage – and those who don't – before, during and after your project.

How you will know what you have achieved:

You will be able to show that your audience profile has changed; for example, it includes people from a wider range of ages, ethnicities and social backgrounds; more disabled people; or groups of people who have never engaged with your heritage before. You will be able to show how more people, and different people, engage with heritage as visitors, participants in activities, or volunteers, both during your project and once it has finished.

Your local area/community will be a better place to live, work or visit

Local residents will have a better quality of life and overall the area will be more attractive. As a result of improving the appearance of heritage sites or of the opportunities you have provided for local people to visit, use, get involved with, and enjoy heritage, residents will report that they feel greater pride in the local area and/or have a stronger sense of belonging.

How you will know what you have achieved:

Community members will report a greater sense of shared understanding and a better sense of getting on with each other. Visitors to your heritage will also tell you that the area has improved as a direct result of your project and what they value about it.

Your local economy will be boosted

There will be additional income for existing local businesses and/or there will be new businesses in your local area. You will be able to show that local businesses have benefited from your project. This will be because you spent your grant locally, or because you encouraged more tourism visits to the local area, or because you provided new premises for businesses that moved into the area or expanded their operations within it.

How you will know what you have achieved:

You will be able to show that these changes have come about as a direct result of your project using information about the local economy before and after your project available from organisations such as the local authority or tourism organisation.

Your organisation will be more resilient

Your organisation will have greater capacity to withstand threats and to adapt to changing circumstances to give you a secure future. You will achieve this greater resilience through stronger governance and greater local involvement in your organisation; increased management and staff skills; fresh sources of expertise and advice; and working in partnership to share services, staff and resources.

How you will know what you have achieved:

You might have new volunteers who increase your capacity and skills; or new sources of income through commercial activity, endowments or new fundraising programmes. You will be able to show that your organisation is stronger and in a better position for the future as a result of the changes you made as part of your project.

3e. What are the main groups of people that will benefit from your project?

Tell us about who will benefit from your project, either because they will be directly involved or because they will be able to enjoy the improvements that come about as a result.

3f. How many people will be trained as part of your project, if applicable?

Provide an estimate for the number of project staff, volunteers, people on work experience, apprentices and others you will train.

3g. How many volunteers do you expect will contribute personally to your project?

Estimate how many volunteers will give their time to lead, manage and carry out your project. This does not include people who will take part in your activities. For example, in an archaeology project, volunteers who will organise a public dig can be included, but not people learning to dig.

3h. How many full-time equivalent posts will you create to deliver your project?

Provide an estimate; only include new posts that will be directly involved in delivering the project.

3i. How are you planning to promote and acknowledge National Lottery players' contribution to your project through HLF funding?

Tell us about what your project will do. Please read about acknowledgement and promotion in Part three: Receiving a grant.

Section four: Managing your project

4a. How will your project be managed?

- Tell us about the skills and experience of your project team, including the person who will take overall responsibility.
- If you are recruiting someone to help manage your project, attach a job description.
- If you are moving an existing member of staff into a post created by this project, or extending the hours of an existing member of staff, tell us how they are qualified for the role created by the project.
- If you are moving an existing member of staff into a post created by this project, tell us how you will manage the work they are currently doing, or if this is coming to an end.

4b. Tell us about any outside advice you have received or will receive to help you manage your project.

You might receive advice from experts in the heritage your project focuses on, or from organisations who will support you whilst you deliver your project. These could include:

- local museums, libraries and archives;
- your local conservation officer;
- a history group;
- a nature conservation group; or
- other heritage experts.

4c. When do you expect your project to start and finish?

Fill in the boxes.

You will not be able to start your project until we have given permission.

4d. How will you evaluate the success of your project?

Tell us about how you plan to evaluate your project and who will take overall responsibility for this. You can find out more about evaluation on our website.

4e. Tell us what will happen to the things that your project has produced after the funding ends.

Provide information about where things you produce will go after your project has finished. For example, you might store oral history recordings with an archive, or keep an exhibition safe so that it can be used again in the future. If you are producing 'digital outputs', please see [Appendix 4 for information](#).

4f. If your project involves conservation of an item, land or property, tell us how you will maintain it so that people can continue to experience and enjoy it after the funding ends.

Tell us about how you will manage your heritage in the future, and tell us how you will meet any additional running costs. Under this programme, you do not need to produce a management and maintenance plan, but you may find it useful to read our *Management and maintenance plan guidance*, which is available on our website.

Section five: Project costs

5a. Tell us how much it will cost to deliver your project.

Please read about our requirements for buying goods, works and services in

Part three: Receiving a grant.

- The form will give you 20 words to describe each item.
- Each item should have a separate line.
- You can add extra lines.

You should ask HM Revenue & Customs (www.hmrc.gov.uk) to check how much value added tax (VAT) you will be able to claim back. If your VAT status changes so you can reclaim more than you expected, you will need to return this to us.

The following notes explain more about the information we are asking for in the cost table.

Please note that your grant request will be rounded down to the nearest £100. Your total project costs must match your project income.

New staff

Include costs of new fixed-term contracts, secondments (people who are temporarily transferred to your organisation) and the costs of freelance staff to help develop your project. Do not include the costs of paying trainees here.

All staff posts must be advertised, with the following exceptions:

- If you have a suitably qualified member of staff on your payroll that you are moving into the post created by your HLF project. You will need to provide a job description for this post.
- If you have a suitably qualified member of staff on your payroll whose hours you are extending so that they can work on the project. In this case we will fund the cost of their additional hours spent on the project and you will need to tell us about the role they will undertake.

- If you are a voluntary organisation and are including a proportion of a staff member's time in your Full Cost Recovery calculation.
- If you are moving an existing member of staff into a post created by the project, then we can either pay for the cost of this member of staff, or for the cost of backfilling their post.

All salaries should be based on sector guidelines or similar posts elsewhere.

Professional fees

Any person who is appointed to work on your project for a fixed fee. Fees should be in line with professional guidelines.

Recruitment

This can include advertising and travel expenses. In the 'Description' column, tell us briefly how you will recruit staff (for example, an advertisement in your local newspaper or a specialist journal).

HLF-approved mentor

If you think that you may need support and guidance from an HLF-approved mentor to help you develop and carry out your project, include the cost of this here. Read about mentors in **Part three: Receiving a grant.**

Purchase price of heritage items

If your project involves buying a heritage item, you must get an independent valuation to help show that this item can be bought for a realistic price. See **Appendices 5 and 6 for more information.** If you are a private individual or for-profit organisation do not include costs here.

Repair and conservation work

This includes costs of work to repair, restore or conserve a heritage item, building or site.

New build work

This only relates to new building work – for example, an extension to a building or work to install an exhibition. If you are a private individual or for-profit organisation do not include costs here.

Digital outputs

Any costs that you require to create 'digital outputs' – the things that you create in a digital format which are designed to give access to heritage and/or to help people engage with and learn about heritage. For example, a collection of digital images or sound files, an online heritage resource or exhibition or a smartphone app.

Equipment and materials

This might include historic costumes, hard hats to give site access, art materials or leaflets and publications.

Training for staff and training for volunteers

It is common for existing and new staff and volunteers to need training when carrying out a new project.

Travel for staff and travel for volunteers

For example, to help staff and volunteers travel to sites. Travel costs by car should be based on 45p a mile.

Expenses for volunteers

You can include the costs of expenses for volunteers to make sure they are not out of pocket.

Cost of producing learning materials

For example, educational resources, publications or leaflets.

Other

Give a clear description of all other costs.

Publicity and promotion

You can include the costs of promotional materials that relate directly to your project.

You must make sure that you acknowledge the support of the Heritage Lottery Fund as set out in How to acknowledge your grant.

Evaluation

All projects must be evaluated. Most will be evaluated by staff in your own organisation. Depending on the scale of the project and how complicated it is, you may want to employ somebody to help evaluate your project and

assess whether you are successfully achieving the outcomes you set out in your application. Budget up to 3% of your costs towards evaluation.

Full Cost Recovery

Read about Full Cost Recovery in **Part one: Introduction**.

Contingency

A contingency is only used to pay for unexpected costs required to deliver your project. The total contingency figure may be up to 10% of the total costs of the project, unless you have a particularly complex capital project where a higher level may be required. Make sure that you only include your required contingency here and not included within the other cost headings in the application. The calculation of your required contingency should reflect the degree of certainty with which you have arrived at your project's cost estimates; the stage of design or development work completed; the project timetable and any restrictions such as immovable deadlines associated with it; and the risks in relation to the type of project you are carrying out.

Inflation

You should only include inflation if your project will last for more than one year. It is only used to pay for costs that have increased over the time of the project.

Total

The online form will generate your total project costs.

5b. Project income

Cash

If you can provide a cash contribution, however small, please do so.

- List all the cash contributions, including those you have received from outside sources and say if they are secure (in other words, are guaranteed to be paid). If they are not secure, say when you will hear a decision.
- We accept cash funding from any public, charitable or private source.

HLF grant request

Your request for a grant should be between £10,000 and £100,000, and should be rounded down to the nearest £100.

Total

The online form will generate a summary of your total project income.

5c. Financial summary

The form will generate a summary of your total project costs and your own contribution.

5d. Are there any in-kind contributions or volunteer time to help carry out the project?

We encourage and welcome in-kind contributions and volunteer time, whether or not you are able to offer a cash contribution. This helps to show your commitment to your project.

- In-kind contributions can be things you need for your project that you do not have to pay for – for example, the use of a room in a local business for regular meetings or materials being donated by a local building firm.
- We also welcome time volunteers give to your project without being paid for their work. By this, we mean the time people are contributing to the project rather than taking part in it. You should use the following rates to work out the financial value of the time volunteers contribute
 - Professional labour (for example – accountancy or teaching) – £350 a day
 - Skilled labour (for example – administrative work, carpentry or leading a guided walk) – £150 a day
 - Unskilled labour (for example, clearing a site or working as a steward at an event) – £50 a day

We need to see a financial value for each of these contributions to help us assess the amount and range of support for your project. We can provide a worked example of this table if you need one.

Section six: Additional information and declaration

This part of the form aims to collect the information we need to report on the range of organisations we fund. We will not use this information to assess your application.

When you submit your online form, you are confirming that you have read, understood and agree with the statements set out in the declaration.

Section seven: Supporting documents

Please provide all of the documents listed here. When you fill in the online form, please note the following:

- There may be some documents listed on the online form which are not relevant to this grants programme. Mark these as 'not applicable'.
 - There may be some documents which are listed here, but are not listed on the online form. Please submit these as 'additional documents'.
 - If you attach more than 10 documents, or if the total size of the attachments exceeds 20 megabytes, you will not be able to save or submit your form. If you have more documents or very large documents, please email them to your local HLF office.
1. Copy of your organisation's governing document, unless you are a public organisation, a private individual or a for-profit organisation.
If you have sent a copy of your governing document with a previous grant application (since April 2008) and no changes have been made to it, you do not need to send it again. Tell us the reference number of the previous application.
 2. Copies of your agreements with project partners, if applicable, signed by everyone involved, setting out how the project will be managed.
 3. Copy of your organisation's audited accounts for the last financial year. This does not apply to public organisations, private individuals or for-profit organisations.
 4. Project Plan (essential for all applications).
 5. Calculation of Full Cost Recovery (if applicable).
 6. Briefs for internally and externally commissioned work.
 7. Job descriptions for new posts.
 8. A small selection of images that help illustrate your project. If your project involves physical heritage, please provide a selection of photographs, a location map and, if applicable, a simple site map or plan. It would be helpful if these are in digital format (either as an attachment or on disk) and of high quality.
 9. Letters of support (no more than six). If you are undertaking a capital project, please include a letter from the person with overall responsibility of the building confirming there are no future plans for closure.
 10. Conservation/condition survey (if applicable) e.g. a quinquennial

Appendices

Appendix 1: Project plan template

When?	What?	Where?	Who will carry out the activity?	Who is the activity for?	What will you achieve?
Give us the dates you expect the activity to start and end. Please list your activities in chronological order.	List the individual activities you will do to achieve your project outcomes. Use target numbers where possible.	Tell us where the activity will take place.	Tell us who will be responsible for managing the activity (for example, project officer, young people, or a named partner organisation).	Tell us who the activity is aimed at (for example, a particular group of people, local schoolchildren, visitors to a museum etc.).	Explain in detail what you will achieve by doing the activity.
1. mm/yy					
2.					
3.					
4.					
5.					

Appendix 2: Evaluation questionnaire

The quantitative information that we expect you to collect for your evaluation questionnaire is outlined below. For visitors, volunteers, trainees and staff, we also ask for demographic details by gender, ethnicity, social class and disability.

1. Activities

We will want you to tell us how many activities were carried out using your HLF grant. The activities we list are:

- **Open days:** Days when you open a heritage site, collection or feature to the public, which cannot normally be visited. It can also include days when you don't charge for admission at attractions that normally charge an entrance fee.
- **Festivals:** Programmes of events or activities for the public, lasting one day or more, with a clearly defined theme or focus.
- **Temporary exhibitions and displays:** Exhibitions or displays that are not a permanent feature of your site and last for less than 12 months.
- **Guided tours or walks:** These may be guided by either your staff or people outside your organisation, but must be based on your heritage site or feature.
- **Visits from schools and colleges:** These can include visits by primary, secondary and higher levels of education.
- **Outreach sessions in schools and colleges:** Visits made by your staff or the volunteers working with you on the project.
- **Other on-site activities:** Activities that take place at your site that you feel are not included under the other headings.

- **Other outreach or off-site activities:**

Activities that have taken place away from your site that you feel you have not been able to tell us about.

2. Volunteers

The number of volunteers involved with the funded project and the number of volunteer hours they contributed.

3. Training

The number of people trained through the project, under a set of skills headings covering conservation, audience engagement and management. Training includes any structured programme of on-the-job training, skill-sharing, work-based learning and work experience. We ask you to distinguish between training for your staff and training for volunteers.

4. New staff

The number of new staff posts created to carry out your project, and the number of these still being maintained after the end of the project.

Appendix 3: Property ownership

If you are successful with your Our Heritage application, we expect you to own any property (land, buildings, heritage items or intellectual property) on which you spend the grant.

Land and buildings

For projects involving buying or carrying out capital work to land or buildings, we expect you to own the freehold or have a lease of sufficient length for you to fulfil our standard terms of grant. If you do not meet our ownership requirements, we will need you to improve your rights (for example, by changing or extending a lease) or include the owner as a partner in your application.

- For projects involving work to a building or land, if your organisation does not own the freehold, you will need a lease with at least 5 years left to run after the expected date of your project's completion (or at least 10 years if the lead applicant is a private individual or for-profit organisation). Otherwise, you will need to provide a letter from the owner, saying that you have the owner's permission to carry out the work. The owner will also need to sign a letter that we will prepare, agreeing to keep to our standard terms of grant.
- If your project involves buying land or buildings, you must buy them freehold or with a lease with at least 99 years left to run.
- We do not accept leases with break clauses (these give one or more of the people or organisations involved the right to end the lease in certain circumstances).
- We do not accept leases with forfeiture on insolvency clauses (these give the landlord the right to end the lease if the tenant becomes insolvent).

- You must be able to sell on, sublet and mortgage your lease but if we award you a grant, you must first have our permission to do any of these.

Heritage items

For projects involving buying a heritage item or carrying out conservation work to a heritage item (for example, a steam train or a painting), we expect you to buy or own the item outright. We cannot fund private individuals or for-profit organisations to buy buildings, land or heritage items.

However if you are borrowing item/s as part of the project e.g. for an exhibition, and are asked to contribute towards the costs of conservation for this item/s then we may accept this cost if it forms a small part of your project. The owners of the item/s may need to be tied into your Partnership Agreement, or tied into the Standard Terms of Grant if a grant is awarded. Please contact your local team to discuss this if you think this will apply to your project.

Digital outputs

If you create digital outputs we expect you either to own the copyright on all the digital material or to have a formal agreement with the copyright owner to use the material and to meet our requirements – see [Appendix 4: Digital outputs](#).

Appendix 4: Digital outputs

We have specific requirements, which are set out in our terms of grant, for **'digital outputs'** produced as part of any HLF project. We are using the term 'digital output' to cover anything you create in your HLF project in a digital format which is designed to give access to heritage and/or to help people engage with and learn about heritage, for example a collection of digital images or sound files, an online heritage resource or exhibition, or a smartphone app.

The requirements do not apply to digital material that has no heritage content or does not engage people with heritage, e.g. a website that contains only information about your organisation/project, visitor information or events listings.

All digital outputs must be:

- **'usable'** and **'available'** for five years from project completion;
- **free of charge for non-commercial uses** for five years from project completion; and
- **licensed for use by others** under the Creative Commons licence 'Attribution Non-commercial' (CC BY-NC) for five years from project completion, unless we have agreed otherwise.

We expect:

- websites to meet at least W3C Single A accessibility standard;
- you to use open technologies where possible; and
- you to contribute digital outputs to appropriate heritage collections.

If the lead applicant is a private individual or a for-profit organisation, the terms of grant will last for 10 years from project completion. In these cases all digital outputs must therefore be:

- **'usable'** and **'available'** for 10 years from project completion;
- **free of charge for non-commercial uses** for 10 years from project completion; and
- **licensed for use by others** under the Creative Commons licence 'Attribution Non-commercial' (CC BY-NC) for 10 years from project completion unless we have agreed otherwise.

Appendix 5: Buying land and buildings

Overview

We can fund projects that involve the purchase of land and/or buildings which are important to our heritage, and are at or below market value. The principal reasons for purchase must be a benefit for long-term management of heritage and for public access.

If you already manage the land and/or buildings that you want to buy, you will need to show us what extra benefits the purchase will bring. You will need to show that all options for entering into an appropriate management agreement with the freehold owner have been explored before seeking a grant for purchase.

We can help you to buy land and/or buildings if you demonstrate in your application form that:

- the lead applicant is a not-for-profit organisation;
- any risks to their preservation will be reduced by your purchase;
- the price accurately reflects the condition and value;
- the purchase will contribute to more people engaging with the heritage;
- you have adequate plans for management and maintenance over a period of at least 5 years after project completion;
- you can demonstrate their significance to the heritage in a local, regional or national sense.

We will not support purchases which we think are above market value. We can fund all associated purchase costs such as agent's fees, saleroom fees and taxes. Please ensure these are reflected in your cost table.

If your project includes **buying a heritage item, land or building**, the terms of the grant will last in perpetuity. If you wish to dispose of what you have bought in future, you can ask for our permission. We may claim back all or part of our grant.

The information we need about the purchase

You will need to provide:

- a location plan to scale, clearly identifying the extent of the land or building to be purchased and any relevant access to the land and building;
- one independent valuation. This should include a detailed explanation of how the assessment of the market value was reached. We welcome valuations by the District Valuer. We may also arrange for our own valuation. We will normally be prepared to support a purchase at a figure up to 10% above the top of any range in an accepted valuation;
- evidence that the current owners are the owners (have legal title) and have the right to both sell the land and/or building and transfer the title to the new owner; and
- evidence of any legal covenants, or rights (such as fishing, shooting, mineral, drainage), or long- or short-term tenancies, or rights of way or access, or any other interests which are attached to the land or building.

Appendix 6: Buying heritage items and collections

Overview

We can fund projects that involve the purchase of heritage items or collections which are important to our heritage and contribute to achieving outcomes for heritage, people or communities.

We will only help to buy items or collections if you demonstrate in your application form that:

- the lead applicant is a not-for-profit organisation;
- risks to their long-term future will be reduced if you buy them;
- the price accurately reflects their condition and value;
- you have a collecting policy and the purchase is in line with your policy;
- the items will be accessible to the public once purchased; and
- you can show that you have adequate plans for their long-term care and maintenance.

We will fund buying works of art, archives, objects and other collections which are important to the heritage and which were created **more than 10 years ago**. We will also fund buying more recent items of heritage importance, but only if they are part of a larger collection which is more than 10 years old.

If your project includes buying a heritage item, land or building, the terms of the grant will last in perpetuity. If you wish to dispose of what you have bought in future, you can ask for our permission, and we may claim back our grant. If you already have the item(s) **on loan** to your organisation, you will need to show us what extra benefits buying them will bring.

There is unlikely to be sufficient **public benefit** in the acquisition of a heritage item by one publicly funded collection from another for us to consider funding the purchase.

We will not support purchases which we think are **above market value**.

We will not give priority to a purchase simply because of an export stop. An **export stop** gives organisations a chance to raise money needed to buy an item or collection which is intended for export. The export stop defers the export licence for a specified period in order that an offer may be made from within the UK. If you intend to apply to us you should contact your local HLF office as soon as possible, and within the first deferral period.

Costs

The eligible costs associated with a purchase include:

- the purchase price itself;
- fees incurred by your organisation as the buyer including valuations; agent's fees; and the buyer's premium for purchases at auction; and
- unreclaimable VAT.

Ineligible costs include:

- seller's fees (e.g. legal and agents' fees).

You should also include the **costs of all the other activities** you will do in your project once you have bought the item(s). The costs of your activities must be in proportion to the cost of the item(s).

The information we need about the purchase

You will need to provide:

- information about the history and significance of the item(s);
 - a statement about why you are the right organisation to own the item(s). This should be supported by what you say in your policies, such as your acquisition or collections-management policy;
 - evidence that you will become the full owner of the item(s) or a good case for well-planned joint ownership;
 - documentary proof of the provenance (origin) of the item(s). Examples of proof include sale documents, legal documents, export documents, written statement by the current owner, history of the item(s);
 - evidence that the current owners are the owners (have legal title) and have the right to both sell the item(s) and transfer the title to the new owner;
 - an independent valuation on an open-market basis for the item(s) you wish to buy; this should include the valuer's reasoning to support the valuation, not just a statement of the value; you do not need to commission a valuation for an item (or items) which is the subject of an export stop or part of the Treasure Valuation Process;
 - evidence that you have followed current guidance on portable antiquities, illegal trade, and items and collections that could be sensitive. You should provide a statement outlining your research into the relevant laws and guidelines on ethical acquisitions;
- a description of how you will manage the item(s) and keep it secure, both at the time you buy it and in the future; and
 - a conservator's report saying whether the item(s) have conservation needs and, if so, how you will meet those needs. The report should include evidence that your organisation has the right environmental conditions to house the purchase.

Appendix 7: Reducing negative environmental impacts

Here we have listed which environmental issues we think are likely to be most important on projects, and what we think it should be possible to achieve on each.

Energy

- Design and construct a building which has no need of a heating system and which uses natural ventilation (new build only)
- Achievement of energy efficiency to at least that required by Building Regulations
- Use of natural insulation materials

Water

- Install flow-reducing valves to pipe work that is not used for high volumes of water
- Install aerated taps and other water-saving fittings

Building materials

- Use of traditional products and building materials
- Use of local products
- Use of products with low embodied energy
- Paints, varnishes and other finishes to be natural-oil- or water-based, and not petrochemical- or solvent-based
- Incorporate reused materials from your existing building (refurbishments only)

Soil, timber and biodiversity

- No peat to be used
- All timber to come from proven legal and sustainable sources
- Biodiversity impact assessments to be carried out before work starts
- Enhance the overall biodiversity interest of the site

Appendix 8: Projects involving land, habitats and species

Biological-recording projects

If your project contributes to UK, regional or local biodiversity action plan targets, you must report outputs through the Biological Action Reporting System (BARS). For further information see www.ukbap-reporting.org.uk

Any species observations must comply with the standards for data quality and accessibility as set out by the National Biodiversity Network (NBN) (www.nbn.org.uk/Share-Data.aspx). These observations must be made available to the public using the NBN Gateway (data.nbn.org.uk). There are several ways of achieving this. The preferred route is through online recording using iRecord (www.brc.ac.uk/iRecord), or they can be shared with your local or regional environmental record centre (www.alerc.org.uk) for onward transmission to the NBN Gateway. You must also meet HLF's requirement for digital outputs (see [Appendix 4: Digital outputs](#)).

The information we need about agricultural state aid

You will need to provide state aid clearance from Defra if agricultural state aid rules are likely to apply.

Glossary

Activities: We describe anything in your project that isn't capital work as 'activities'. Often these will be activities to engage people with heritage.

Capital work: Capital work includes any physical work such as conservation, new building work, creating interpretation or digital outputs, or buying items or property.

Digital output: We use the term 'digital output' to cover anything you create in your project in a digital format which is designed to give access to heritage and/or to help people engage with and learn about heritage; for example a collection of digital images or sound files, an online heritage resource or exhibition, or a smartphone app.

Direct project costs: All the costs that are directly incurred as a result of your project.

Full Cost Recovery: Full Cost Recovery enables voluntary sector organisations to recover their organisational overheads, which are shared among their different projects.

Lead applicant: If you are applying as a partnership, you will need to nominate a lead applicant who will submit the application on behalf of other organisations in the partnership. If the application is successful, the lead applicant will be bound into the terms of grant and receive grant payments.

Non-cash contributions: Non-cash contributions can be included in your application, although these should not be included in the 'project income' section. These are items or services that you receive without charge, for example a donation of materials from a local firm or the use of a room. We only accept non-cash contributions if they are costs we could pay for with cash.

Outcome: An outcome is what your project will achieve and the change – for heritage, people or communities – that will be brought about by our investment. For more information on outcomes, read about **the difference we want to make** in [Part one: Introduction](#).

Output: Outputs are the things that your project will produce, such as a book, a new exhibition, a workshop, or conservation work to a building.

Project completion: This is the date that we make our final payment and are satisfied that the approved purposes of the grant have been met. The standard terms of grant will normally last for the duration of the project. Exceptions are listed in [Part three: Receiving a grant](#).

Project enquiry form: This form allows you to tell us about your project idea before you apply. It was previously known as a 'pre-application form'.

Volunteer time: Volunteer time can be included in your application, although these should not be included in the 'project income' section. This is the time that volunteers give to leading, managing and delivering your project. You should not include costs for the time of people who will take part in your activities. For example, in an archaeology project, the time of a volunteer who has organised a public dig can be included, but not the time of people learning to dig.

